

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**Intermediate Typist Clerk—Spanish Speaking**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Spanish-speaking Intermediate Typist Clerk (ITC).

**EXAMPLES OF RESPONSIBILITIES**

- Check claims for accuracy and post billing in IBHIS
- Follow up on billing errors with Clinical staff and Supervisors to ensure that error corrections are completed
- Perform reception counter duties, such as checking in clients for appointments, monitoring and scheduling appointments for the Staff Psychiatrists
- Process new clients into IBHIS by completing the admission bundle.
- Open and Close charts using the IS system when needed to process prescriptions using the PATS system
- Answer phone calls, respond and route calls to the appropriate person
- Work in the Medical Records room filing, photocopying, faxing, and sorting and distributing mail and assist with maintaining records
- Check documents for completeness, accuracy and compliance with legal and other requirements
- Serve as a back-up for Keeper of Records and other Protected Health Information in compliance with DMH HIPAA standards and regulations
- Work on special assignments and reports under the direction of the Senior Clerk and MH Clinical Program Head as needed

**DESIRABLE QUALITIES**

- Extreme accuracy in typing and data entry skills a must
- Experience in Excel, Word, and Outlook
- Bilingual language capability with fluency in English/Spanish

Individuals currently holding the title of ITC are encouraged to submit their resume, Performance Evaluations and Master Timesheet for the last 2 years by September 18th.

**Fax or Email information to:**

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